

TO: All Faculty

FROM: Robert K. Drobish
Scheduling Officer

RE: Spring 2020 Detailed FINAL EXAM SCHEDULE

DATE: 04/15/20

Any faculty member that intends to offer a synchronous exam must follow the directions below to ensure that your scheduled exam take is held at the correct time.

1. Refer to the GRID titled “[Spring 2020 Final Exam Grid](#)”.
Locate the **ordinary STARTING TIME** of your regularly scheduled class.
(e.g: *a class with a start time of 11:10 on MWF would hold its exam on Wednesday 05/15 from 10:15am – 12:15pm*)
2. If for any reason you need clarification regarding your exam time, please contact me at x25310 asap.